

United Care[®]

Home Health Services LLC

License# HHA299992867

12505 Orange Drive, Suite 901, Davie, FL 33330

Phone: 954.475.4654 Fax: 954.475.4655

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LIST OF PERSONNEL FILE ITEMS

To be furnished by applicant:

- Resume
- License/Certificate
- Proof of Liability Insurance (not required for HHAs and CNAs)
- Driver's License
- Auto Insurance
- Current CPR Card
- Social Security Card
- Alzheimer's CEU (2 hour Inservice)
- 12 Hours of Inservice (HHAs only, must include HIV/AIDS Inservice)
- Copy of Level 2 Background check if completed in the last 5 years

Included with this packet is a form that needs to be completed and brought to orientation:

- ✓ Physical Examination Form: You must have a physical within 12 months prior to hire. If you have a physical dated within the past 12 months and it states "free from communicable disease" please provide a copy; if not, please bring this form to a Physician and have them complete the form. This form must be signed by a physician, nurse practitioner or physician assistant. We require a TB Skin Test or Chest X-Ray on file as well.

TB Skin Test within the past 12 months:

If you have had a negative TB skin test result within the past 12 months, then please provide a copy and you will also be required to perform a single-step TB skin test.

No TB Skin Test within the past 12 months:

If you have not had a TB skin test within the last 12 months, you will be required to perform a two-step TB skin test.

Chest X-Ray:

If you have had a chest x-ray in lieu of a TB skin test, then you must provide us a copy of the results.